



Guidance for Applicants to Cardiothoracic Surgery ST3 Clinical Training programmes in 2021

Introduction

Health Education England – Wessex Recruitment Team (formally Wessex Deanery) is coordinating national recruitment to Cardiothoracic Surgery ST3 posts for commencement in August 2021. National Recruitment will cover all Cardiothoracic Surgery ST3 posts in England, Northern Ireland, Scotland and Wales.

Please read this guide alongside the ‘**Applicant guidance**’ which is available on the Specialty Training website: <https://specialtytraining.hee.nhs.uk>

Key Dates

Date	Event	Notes
Monday 2 November 2020	Advertisements Published	<i>Adverts will be placed on NHS Jobs</i>
Thursday 5 November 2020 (10:00)	Applications Open	<i>Applications will only be accepted via the Oriel online application portal</i>
Tuesday 1 December 2020 (16:00)	Applications Close	<i>Applications will close promptly at 16:00. Late applications will not be considered.</i>
Wednesday 23 December 2020	Longlisting completed	<i>All applications will be assessed for eligibility against the person specification.</i>
Monday 4 January – Monday 11 January 2021	Evidence upload - applicants	<i>All long-listed applicants will be asked to upload evidence to an online verification portal ahead of shortlisting. This facility will close at 10:00am on Monday 11 January 2021.</i>
Monday 11 January 2021	Shortlisting completed	<i>Shortlisting will be carried out and completed for ST3.</i> <i>Applicants will receive notification of the outcome of the scoring process. The shortlist will include candidates who score above a designated cut-off score plus applicants who score lower than this but within 15% of the cut-off score.</i>
Tuesday 12 – Sunday 17 January 2021	Shortlisting verification – carried out by Assessors	<i>Assessors will scrutinise the evidence (each application will be reviewed by 3 Assessors) of those applicants who score above a specified cut-off score plus applicants who score within 15% below this cut-off score.</i> <i>Once the verification process has been completed the scores will then be checked to create the final shortlist.</i> <i>Invites to interview will be sent out no</i>



		<i>later than Thursday 28 January 2021.</i>
Thursday 4 and Friday 5 February 2021	Interviews	<i>Interviews will be held virtually via MS Teams.</i>
Monday 15 February 2021	Initial offers made	<i>Offers will be made through the Oriel application portal.</i>
13:00 Wednesday 28 April 2021	Holding deadline	<i>Applicants must have accepted or declined any "held" post by this deadline. Any post not accepted will be recycled and offered to other eligible applicants.</i>

Contacting the Recruitment Team

It is kindly requested that applicants and candidates do not contact Consultants or Training Centres involved in National Recruitment.

Please refer to online documentation for information about the posts.

Any queries should be directed to the Recruitment Team via email:

CTSurgeryRecruitment.wx@hee.nhs.uk

- The Team will endeavour to respond to your queries within 48 hours.
- Urgent enquiries can be dealt with via telephone on **01962 690339**
- The office opening hours are **08:30 – 17:00, Monday - Friday**

Raising concerns about the recruitment process that fall outside of the national complaints policy

Should you wish to raise any concerns about the recruitment process that falls outside of the national complaints policy e.g. fraudulent submissions by other applicants please contact mdrs.confidential@hee.nhs.uk where you can raise such concerns.

This email address should not be used to raise a complaint which bypasses the process detailed in the national complaints policy.

Applying for a Vacancy

Applications for all posts in Cardiothoracic Surgery will be completed via the Oriel recruitment portal only. The portal can be accessed via the internet: <https://new.oriel.nhs.uk/Web>

The system requires pre-registration which can be completed immediately.



Longlisting

Applicants who do not satisfy the essential criteria for the posts being advertised will be removed at the longlisting stage. This process will be completed centrally by Health Education England – Wessex Recruitment Team.

Please be aware that you may be contacted prior to the closing date for application if there is a query about the information that you have already completed. You will be required to submit clarification or additional information within 72 hours of a request.

Queries at the longlisting stage will be limited to clarification of information that you have supplied on your application form.

Any applicant who is unsuccessful at the longlisting stage will be informed of this with a reason why their application was unsuccessful.

Fitness to Practise

Any applicants who answer yes to **any** of the fitness to practise declarations on their application form must complete a form (which can be downloaded from the resource bank on the specialty training website) and submit it to: CTSurgeryRecruitment.wx@hee.nhs.uk marked “**Fitness to Practise – Confidential**”

Achievement of Core Competences

Typically, you will have achieved the competences or equivalent from the first two years of specialty training (ST/CT1 and 2). For further information, see the specialty training curriculum available from the relevant Royal College websites.

If you have completed Core Surgical Training you will need to upload your CT2 ARCP outcome form. If you have not completed a Core Surgical Training programme you will need to submit a Certificate of Readiness to Enter Higher Surgical Training, which can be downloaded from the Oriel Resource Bank.

Immigration

With effect from 6 October 2019, all medical practitioners are on the Shortage Occupation List. This means that with the exception of all applicants to Public Health, all specialty recruitment applicants will be exempt from the RLMT; there will be no restriction on their appointment.

Evidence upload verification portal

Due to the tight turnaround between the completion of shortlisting and interviews taking place we will be asking all eligible applicants to upload evidence as detailed in their application form between **10:00am on Monday 4 January 2021 and 10:00am on Monday**



11 January 2021. This is to ensure that once shortlisting has been completed we can open up the verification portal to Assessors to start the verification process.

Full details of how to upload evidence will be provided by Friday 18 December 2020 in order for you to start collecting and preparing your evidence. It is imperative that you have evidence for everything that you have cited on your application form as this evidence will be used to confirm the shortlisting score you have been awarded is correct. Any discrepancies or missing evidence may result in your shortlisting score being downgraded.

Whilst we are asking all eligible applicants to upload evidence Assessors will only be reviewing the evidence for the following applicants:

- Those who score above a specified shortlist cut-off score making them eligible to be invited to attend interview
- Any application which scores within 15% below the specified shortlist cut-off score in case any previously successful applicant drops their score lower once evidence has been verified (and therefore should no longer be invited to attend interview). For example, if the cut-off score is 20, all applicants scoring above 17 will be shortlisted because 15% of 20 is 3, therefore $20 - 3 = 17$.

Applicants in the above groups will be given their initial shortlisting score and either a status of interview or shortlist reserve.

All other applicants will be contacted with their shortlisting score advising that they have been unsuccessful at the shortlisting stage.

Shortlisting

Applications to Cardiothoracic Surgery ST3 will be shortlisted during the 2021 recruitment process. A shortlisting day will take place on Monday 11 January 2021. Applications will be marked against agreed criteria and scored by three Assessors (Cardiothoracic Training Programme Directors, SAC members and Consultants with Training pedigrees).

The shortlisting criteria will be published prior to applications opening. Please refer to the Health Education England – Wessex website where you can download a copy of this (named 'ST3 Shortlisting Criteria'):

<https://wessex.hee.nhs.uk/medical-dental-training-recruitment/core-and-specialty/cardiothoracic-surgery-st1-st3-national-recruitment/>

Once the quality checking process of shortlisting scores has taken place and the final shortlist list has been created the outcome will be released to applicants.

Appeals process

Following the release of the verified shortlist scores applicants will have 72 hours in which to appeal. Any applicant who appeals will not be able to submit additional evidence. The Clinical Recruitment Leads will be reviewing appeals. It is possible that a shortlist score could be adjusted down as well as up following the submission of an appeal. Following the



appeal process the adjusted shortlist score will stand. Rules regarding divergence criteria for appeals are available on request.

Surgical Experience vs. Career Progression

As part of the selection process in 2021 applicants will be asked to complete a series of questions relating to their experience of specific surgical procedures. You will be asked to state the number of particular procedures that you have completed during your time in Cardiothoracic Surgery.

IMPORTANT NOTE ABOUT TIME SPENT IN CARDIOTHORACIC SURGERY

Applicants will be asked about their experience of certain procedures.

Time spent in cardiothoracic surgery includes months spent in all cardiothoracic or thoracic surgical posts at any level (not including Foundation modules), but **excludes** time spent in research posts.

- *Pure Research posts do NOT count as time spent in specialty.*
- *Combined Research/Clinical posts should be counted according to the number of sessions in theatre per week, benchmarked against the standard of 2 days per week for clinical trainees. Therefore 1 day per week would count as 50%, a half day would count as 25% and so forth on a pro-rata basis. So as an example a 12 month clinical research post which involves 1 day in theatre per week should be counted as 50%, equivalent to 6 months experience for the purposes of the application form.*
- *Transplantation posts MAY be counted or not at the discretion of the applicant. If procedure numbers (such as sternotomy) are going to be counted to accrue points, then that post MUST be counted as experience within the specialty. If the applicant decides NOT to count the time spent in the post, then they may NOT score any points for surgical experience gained whilst in that particular job.*

Please only select one bracket during the application stage. The month range you should select is the bracket which you fall into **at the time you submit** your application form.

At the longlisting stage the Recruitment Team will review the employment history against the time bracket selected in your application form. If there is a discrepancy between the employment history and the time bracket selected then your application will be removed at the longlisting stage.

If you have doubts about eligible months, please email: CTSurgeryRecruitment.wx@hee.nhs.uk for clarification. Your experience and number of procedures completed will also be cross-checked at the assessment centre and checked against your validated logbook.

It is essential that the procedures you list were completed as 1st operator with or without a Consultant (or senior colleague) scrubbed for assistance.



Preferences

Applicants who are invited to attend the online interview process will be asked to rank their preferences for available training programmes through the Oriel Recruitment portal. These preferences will be used in conjunction with your ranking from the interview to inform the offer you receive should you be successful. The number of posts available in each training programme will be published alongside the preference list. For the 2021 recruitment round, applicants will be able to choose between 8 training programmes but there will only be one new NTN allocated to each training programme (either ST1 OR ST3). You should consider this carefully when making your choices.

You will be able to adjust your preferences for training programmes after the verified shortlisting results have been released, until **12:00 noon Thursday 11 February 2021**.

Interview

Due to Covid-19 all interviews will be conducted online via MS Teams.

The interviews will take place on Thursday 4 and Friday 5 February 2021. Applicants invited to attend an interview will be able to book a convenient slot, but we ask that applicants make themselves available for both days in case of any technical issues.

The ST3 online interview will consist of:

1. 5 Structured Questions lasting approximately 25 minutes.
2. Evaluating insight and motivation (amongst other factors) lasting approximately 5 minutes.

Please note the specific areas mentioned above may change between applications opening and the actual interview. However, full details will be given to applicants who are invited to attend an interview.

Your shortlisting score will be carried over and added into your total overall score.

Lay Representatives

There will be Lay Representatives who will be observing interviews to ensure fair process is being followed. They will be asked to have their camera turned off and microphone muted for the duration of the interview. The administrator will let you know during the document checking process if a Lay Representative will be present for your interview.

Outcome of Assessment Centre – Offer of a Training Post

Offers will be made to successful applicants by Health Education England – Wessex for all posts nationwide. Your ranking at the assessment centre will be used in conjunction with the preferences that you made through the Oriel recruitment portal.

**Further Information**

For any further information or queries about the specifics of the process after reading this document please refer to the Cardiothoracic Surgery Recruitment website or contact the Recruitment Team details at CTSurgeryRecruitment.wx@hee.nhs.uk